



Party/Event Planning Checklist

SNACKS

- Chips/Pretzels
- Chip Dip
- Salsa/Spreads
- Crackers/Cheese/Pepperoni
- Nuts

FOOD # of Guests?

- Appetizers
- Side/Vegetable Dish
- Main Dish
- Desserts
- Breads/Rolls

BEVERAGES

- Beer
- Wine
- Water
- Soft Drinks
- Juices
- Mixers
- Coffee
- Tea
- Ice
- Creamer
- Sugar
- Stir Sticks
- Straws
- Tongs for Ice
- Cooler

NOTES:

CONDIMENTS

- Mayonnaise
- Ketchup
- Mustard
- Relishes
- Salad Dressing
- Pickles
- Horseradish
- Salt & Pepper
- Butter

TABLEWARE

- Plates
- Napkins
- Hot & Cold Cups
- Forks/Knives/Spoons
- Serving Utensils
- Table Cloth

PARTY SUPPLIES

- Balloons
- Birthday Candles
- Center Piece
- Decorations
- Bottle Opener/Corkscrew
- Lighter/Matches
- Camera/Battery Charged
- Chafing Dishes/Racks/Sterno Fuel
- Outdoor - Insect Repellent/Sun Screen
- Tables & Chairs